NEW eHR PERSONNEL AND TIMEKEEPING SYSTEM
(APRIL 30, 2012 PAYDAY)
EMPLOYEE SELF-SERVICE — MY UPDATES

**Auditor-Controller
Announcement
Issue 12-Part 2 of 2
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eHR Human Resources

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Frequently **A**sked **Q**uestions

For more details on these issues and other information visit the Employee Portal: http://mylacounty.gov or ask your personnel or payroll manager.

What is Changing?

Beginning with the April 30, 2012 payday, eHR will replace the Countywide Timekeeping and Payroll, Personnel System (CWTAPPS). A new Employee Self-Service (ESS) application will be available to provide you the capability to update your Time and Attendance and personal information online.

New ESS Home Page

This issue focuses on the **My Update** section of the ESS Home Page. Self-service features covered will enable you to manage and control your personal information online.

My Updates

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My Time (not shown) – Allows you access to your current pre-populated timesheet for entries, submission and approval. Hourly employees will have to create a timesheet for the period they are submitting their time and leave information.

The "My Time" link also allows you to access the Timesheet Roster page. On this page, links to the prior Pay Period Timesheets and Final Timesheet Adjustment documents (TADJ) can be viewed by clicking on the document ID.

Leave Request (not shown) – Allows you to easily submit Leave Request(s) online for approval by your manager. Approved requests are displayed by event and date. The statuses of draft or pending requests are also displayed. This feature is currently NOT available.

Elective Annual Leave Request (not shown) – Allows MegaFlex employees to submit an online form for reimbursement of unused elective time purchased. This feature will be available based on the department's operational needs.

Update Name (not shown) – Allows you to submit a request for a name change. Legal proof can be scanned and attached online to the Employee Identification Change Form (EICF).

It is very important to remember that you must submit legal proof of the name change to your Departmental HR Personnel Section before the request can be processed.

Address

Street 1	City	State/Province	Zip/Postal Code	Country	From	To
2222 NEW STREET	NEW CITY	CA	23456	US	10/01/2011	12/31/9999

General Information

Private Home :   From : 10/01/2011
Residency :   To : 12/31/9999

▶ Home Address

▶ Mailing Address

▶ Contact Information

Modify

Change Address – Allows employees to submit a request to update their address information. The online document is called the ADDR document.

For more information on the new eHR System, please visit the LA County Employee Portal at: **http://mylacounty.gov**

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For a more detailed explanation and larger screen shots of each area discussed in this Issue, go to the Frequently Asked Questions.

Update Emergency Contact – Allows you to submit a request to update your Emergency Contact. The online document allows you to enter the contact information for your designated emergency contact: Name, Relationship, Phone Number(s), and Address.

Update W4 / View DE4 – You can update your Federal Tax Withholdings/Allowances online, but you cannot change (view only) the 'Exemption' status online. At this time, your DE4 information can only be viewed online. W4 is a Federal form and DE4 is a State form.

Questions regarding Employees' Exemption status must be directed to their Departmental Payroll Section.

To update your state tax information, the DE4 form is accessible for you to print.

Print Duplicate W2 (not shown) – Allows you to view, print or save your W2 information.

Printable Forms – Displays a list of commonly used Countywide forms with instructions for you to view and print. Some examples include: Mileage and Parking Reimbursement, DE4 Change Request, Direct Deposit Authorization Form and Warrant Recipient Designation.

For additional materials, log on to http://mylacounty.gov to access Employee Self-Service (ESS) training materials including cheat sheets and Web-based training (WBT) courses.